

**Mansfield Public Schools  
Job Description**

**TITLE:**           *Library Paraeducator*

**QUALIFICATIONS:**

1. High School diploma
2. Interest and ability to work with children in a library setting
3. Ability to work effectively with staff and the community
4. Library training, knowledge of children's literature, and/or experience related to the responsibilities listed below.
5. Proficiency with computers

**REPORTS TO:** School Principal and Coordinator of Library Services

**SUPERVISES:** No other person

**JOB GOAL:**       To provide a well organized, smoothly functioning library environment in which teachers and students can take full advantage of available resources.

**PERFORMANCE RESPONSIBILITIES:**

1. Conform to Board policies and administrative regulations.
2. Promote student involvement by means of regularly scheduled classroom visits, story hours, guided practice in library skills, materials selection assistance, and school-wide events under the direction of the Library Coordinator.
3. Circulate, retrieve, and shelve materials.
4. Maintains library use statistics.
5. Maintain the daily activities of the school library media center.
6. Develop and maintain basic proficiency in the online card catalog and automated circulation system.
7. Participate in system wide inter-school and community use of library resources, including technology with the Library Coordinator.
8. Act as a library resource by pro-actively distributing information to staff about available resources and new materials.
9. Make simple repairs on damaged library materials.

10. Create displays in available space to motivate interest in the library and promote library functions.
11. Train and schedule library volunteers.
12. Conduct systematic weeding/evaluation of the collection including an annual inventory and suggest the replacement of materials to the Library Coordinator.
13. Coordinate audiovisual equipment distribution and maintenance per guidelines for each school.
14. Meet regularly with Coordinator of Library Services to set goals, determine priorities, assess projects, and solve problems.
15. Develop familiarity between District Curriculum Scope and Sequence Guidelines and available library resources.
16. Work as a team with other members of the library and computer services departments to support the Coordinator of Library Services in the integration of non-print and print media information resources.
17. Perform other tasks as may from time to time be assigned by the administration.

**TERMS OF EMPLOYMENT:**

Days: 189 days (*includes six days beyond the student school year*)  
Hours 7 hrs each day  
Holidays: According to the school calendar  
Vacation: No paid vacation  
Salary: According to Paraeducator Contract

**EVALUATION:**

The Paraeducator, Coordinator of Library Services and the School Principal evaluate performance of the responsibilities described according to a format that has been approved.